

The Willows

This sheet will assist you with planning your event at The Willows Inn. We strongly encourage you to schedule an appointment for a tour of our facilities at your convenience.

Our “Events Areas” consists of 4 distinct venues available with any of the all-inclusive packages:

- 1: The 30’ x 45’ stone **Pond Patio** area looks out over 3 fountains, and 2 waterfalls. The Ceremony Pergola is situated across the pond, from the patio under 2 large weeping willows. It has a 30’ x 30’ framework for lighting and decorations and is suitable for a ceremony or dinner.
- 2: The 50’ x 85’ **Great Lawn** with its multiple orientation options is a favorite place for wedding ceremonies and can easily accommodate up to 200, with ample room for dinner service.
- 3: The **Cottage Patio** works well as a pre- or post-ceremony reception area or for the dinner buffet service. Wedding guests frequently choose this area as a quiet place to gather after the dinner, and before (or during) the dance reception.
- 4: The 30’ x 30’ **Reception Area** holds our bricked dance area under a permanently lighted tent, just adjacent to our 12-foot-long brass accented bar. This tented area can be fully enclosed and heated for a single ceremony, private party and/or reception area for up to 80.

Two bridal party dressing rooms are available early and all day. These also work well as staging and storage areas for your favors and decorations. A 12’ X 12’ room is available to accommodate your hair and makeup vendors, or serve as a lady’s powder room, or to house your photo booth. One of the 2 indoor guest bathrooms is handicap accessible and portables will be secured for events of 120 or larger.

Our event pricing is individually calculated, based on these four parameters:

1. Your guest count is initially estimated, then adjusted at 90 days and at 10 days prior.
2. Number of event hours scheduled can be a minimum of 1 hour to a maximum 6 hours.
3. Day of week scheduled: a weekday (Mon-Thurs) event or weekend event (Fri-Sun).
4. Time of year scheduled: high season (May-Oct) or low season (Nov-Apr) event.

The payment schedule for your event: 50% of the **Event Rental Fee** (the 4 pricing considerations outlined above) is due at the contract signing. The initial fee can be paid in 3 installments: signing, and then 30 & 60 days after signing. The remaining 50% is due 90 days prior to the event. Optional items listed below are estimated at 90 days before and then due and payable 30 days before your event.

We are happy to provide any of the following items: Tables and Chairs, Linens, Cake, DJ or Live music, Officiant, and/or Champagne Toast. We offer our 16 years of experience in assisting you with securing your photographer, catering, and florists. All alcohol is to be served exclusively by the Willows Inn using OLCC licensed staff. Corkage fees apply to all outside alcohol being used.

A new all-inclusive **Valley View** venue area for groups of up to 60 guests will be partially available by late summer 2019 and completed by May 2020. It will consist of a two-tiered dining and reception area adjacent to a terraced guest seating area, overlooking a vine-covered ceremony arbor. This new area will have sweeping Rogue Valley city light views and expansive vistas of both Table Rocks, Mt McLaughlin, RoxyAnn and Mt Ashland in the distance. View our u-tube video for more footage.